

Approved For Release 2005/11/17 : CIA-RDP61-00901A000300070007-4

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ANNEX E

Info. Control Clerk (GS-5)	Info. Control Clerk (GS-4)	Info. Control Clerk-Typist (GS-4)	Clerk (GS-4)	Messenger (GS-1)	Info. Control Clerk (GS-5)	Info. Control Asst. (GS-1)	Info. Control Officer	Info. Control Officer
LOGGING								
1. File one copy of CIA-originated cables. 1 1/4		1. Pull mat cards from multi-line dict. documents (incoming) and checking envelopes. 5	7 1/4	1. Record on 3x5 cards (already prepared) return of GS reports for evaluation. 1	1. Type 35-1 for incoming classified non-CIA cables. 5	1. Type 35-1 for incoming collateral in 7.5. Post-finished intell. and non-NSA reports. 9	1. Record 7.5. incoming collateral in 7.5. Post-finished intell. and non-NSA reports. 5	1. Log incoming admin. ACTION material in Admin. Incoming Log (36-lb). 1/2
2. Check manifests on incoming Sr. Rep. dispatches. 1/4		2. Record receipt of paid and classified serials. 18	18	2. Pull mat card from each mat card document leaving GS. 4	2. Check manifest for NSA cards and reports. 9	2. Prepare 35-1 for GS-produced S.I. 4	2. Type 35-1 for incoming admin. ACTION material. 1/2	
		3. Type Cross Reference Slip (GS-16) for documents loaned to CIA (inside CIA). 5	1 1/4	3. Record outgoing admin. material in 7.5. Outgoing Log (36-lb). 24				
		4. Type 35-1 for incoming CIA cables. 2 1/2		4. Record on GS-16 loaned documents leaving GS. 1 1/4				
		5. File copies of Purchase Orders for publications (in and out). 1 1/2		5. File Request for Info. From PDD Documents (36-lb) on requests for translations (in and out). 1 1/4				
		6. Prepare 3x5 card for advance GS reports for evaluation. 1 1/2						
		7. Prepare 3x5 card for general requests from Records Center. 2						
		8. Type 35-1 for outgoing dispatches to Sr. Rep. 2 1/2						
1 1/2		38	29	29	5	22	5	1
LOGGING - TOTAL HOURS PER WEEK, ALL COLUMNS - 130 1/2								
SORTING AND DELIVERING OR PICKING UP								
1. Deliver ACTION CIA cables (incoming) 1/2		1. Sort responses to requests for material from Records Center. 3/4	1/2	1. Open, sort & deliver mat cards (multiple routing). Serials, etc. 1/2	1. Sort S.I. 1	1. Sort and deliver and pick up 7.5. (incoming and outgoing). 2 1/2	1. Segregate admin. incoming material. 1/2	
		2. Deliver OCI briefing notices. 3/4	2 1/2	2. Sort incoming PDD documents and copy #1 of Request. 2 1/2	2. Pick up at turnstile. 1 1/2	2. Deliver ACTION admin. material. 1/2		
					3. Pick up, deliver to IS and sorts loaned docs. holds, returned, loan requests, GS reports, requests for material from Records Center, mat card documents, calling Sr. Rep. dispatches, translation requests. 6			
					4. Trips to Exec's Off. 1 1/4			
1/2		1 1/2	3	0	25 3/4	1	2 1/2	1
SORTING AND DELIVERING OR PICKING UP - TOTAL HOURS PER WEEK, ALL COLUMNS - 35 1/4								
READING AND ROUTING								
1. Read and route serial publs., Sr. Rep. dispatches, incoming CIA cables (non-ACTION), incoming GS reports for evaluation, loaned docs. from within CIA. 30					1. Read and route some OCI finished intell. 2 1/2	1. Read and route 7.5. from within CIA. 17	1. Read and route admin. non-ACTION. 7 1/2	
2. Read outgoing cables for authentication, etc. 1 1/2								
31 1/2		0	0	0		2 1/2	17	7 1/2
READING AND ROUTING - TOTAL HOURS PER WEEK, ALL COLUMNS - 58 1/2								
FILING								
1. File 35-1 for incoming Sr. Rep. dispatches 1/2		1. Sort and file mat docs. for incoming docs. from OCI. 3	1/2	1. File 3x5 cards for GS reports. 1/2	1. File 35-1's for incoming non-CIA cables. 1/2	1. File manifest, 35-1's, Doc. Receipts, Courier Receipts, 36-lb's. 4	1. File T.S. Posting Records. 1 3/4	1. Filing 35-1's for Admin. ACTION 1/2
2. File 3x5 cards for material received from Records Center. 0		2. Sorting & filing mat cards for incoming docs. from other offices. 1	1/2	2. File Courier receipts. 1/2				
		3. Sorting & filing mat cards for docs. leaving OCI. 1	1 1/4	3. File Doc. Receipts. 1/2				
0		1/2	5			4	1 3/4	1/2
FILING - TOTAL HOURS PER WEEK, ALL COLUMNS - 13 1/4								
SIGNING AND/OR PREPARING RECEIPTS								
1. Prepare Doc. Receipts 1/4				1. Preparing Courier Receipts and attaching to documents. 1 1/4		1. Signing S.I. Receipts. 1	1. Signing Doc. Receipts. 1 3/4	
						2. Prepare Doc. Receipts and att. to documents. 3 1/2	2. Signing Div. logs. 1 3/4	
						3. Prepare Courier Receipts and att. to doc. 3 1/2	3. Prepare Doc. Receipts and att. to documents. 1	
						4. Prepare 35-16 and att. to documents. 1	4. Prepare 35-16 and att. to documents. 1	
						5 1/2	0	0
SIGNING AND/OR PREPARING RECEIPTS - TOTAL HOURS PER WEEK, ALL COLUMNS - 15								
MISCELLANEOUS								
1. Prepare & address envelopes. 1/4		1. Time-stamping 1 3/4	1. Check pages & envelopes for "incorrect or incomplete" on mat cards. 1	1. Time-stamping. 7 1/2	1. Prepare and address envelopes. 2 1/2	1. Preparing Signature Record & Cover Sheets. 4 1/2	Supervision Preparing Job Sheets, Setups, etc. Reference Requests, Writing Memos. 30 1/2	
2. Wrapping, enclosing docs. in envelopes. 1/4		2. Opening boxes of mat card documents. 1/4	2. Preparing and addressing envelopes. 5	Unallocated. 1 1/4		2. Prepare and addressing envelopes. 1		
3. Answering or making calls, checking PO's, etc. 5 3/4		3. Counting mat cards from OCI. 1	3. Wrapping docs. or enclosing in envelopes, sealing. 3 1/2		3. Wrapping docs. or enclosing. 1	4. Prepare 36-lb for CSC 2		
6 1/4		0	3	8 1/2	8 3/4	2 1/2	8 1/4	40
MISCELLANEOUS - TOTAL HOURS PER WEEK, ALL COLUMNS - 107 1/2								
40	40	40	40	40	40	40	40	40
GRAND TOTAL, ALL FUNCTIONS, ALL COLUMNS - 360								

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